

BOARD OF COMMISSIONERS MEETING  
March 19, 2014  
MINUTES

The Board of Commissioners for the Rockville Housing Enterprises met in Open Session on March 19, 2014 at the David Scull Community Center, 1201 First Street, Rockville, MD 20850.

**PRESENT**

Chair Edward Duffy  
Vice Chair Henry Battle  
Commissioner Steve Marr

**IN ATTENDANCE**

Councilmember Virginia Onley  
Ms. Jessica Anderson, Executive Director  
Ms. Erin Wilson, City of Rockville Liaison  
Ms. Mary E. Jones, Clerk

**GUEST**

Ms. Cynthia Stidwell  
Ms. Peggy Addison, Realtor  
Ms. Susan Krymer, Affordable Housing Conference  
Ms. Rae Canizares

Chair Edward Duffy called the meeting to order at 6:30 pm. Chair Duffy welcomed the guest and asked them to introduce themselves to the Board.

6:30 P.M.

1. CONSENT ITEMS:

Chair Duffy asked for approval of the minutes for the February 19, 2014, meeting. Commissioner Steve Marr offered a motion to approve the minutes as presented for February 19, 2014. Vice Chair Henry Battle offered a second. All present voted aye.

6:35 P.M.

2. INFORMATION EXCHANGE:

Executive Director's Report.

- Director Anderson reported that she had attended the monthly meeting of Lincoln Park Civic Association.
- A meeting at Fireside Park was held February 6, 2014, to enable RHE staff to meet the new on site management staff.
- The monthly Fireside Park owners' meeting was on February 20, 2014.
- Director Anderson attended the City Council meeting on February 24, 2014, to advocate for PILOT for Fireside Park and the Refuse Grant for RHE.

- RHE held a meeting at David Scull Community Center introducing a new tutorial program that will be held afterschool. The first tutorial session was held on February 27, 2014, and the second session was held on March 6, 2014 with increased attendance. Ms Wilma Holmes has taken on the responsibility to recruit teachers and acquire books. Ms. Holmes is a retired school teacher and RHE volunteer.
- The Maintenance Mechanic position has been advertised and 35 resumes have been received. The majority of the resumes have been received in response to the posting on Craig's List and DCjobs.com. RHE will review the resumes in the upcoming week and schedule interviews. Commissioner Marr asked about the quality of the resumes. Director Anderson responded there was a very wide range of qualifications some showing long time experience in the maintenance field, while others are more entry level experienced. The target is to make a selection in April to fill the position.
- We have transitioned over to the new phone system and are looking forward to better service response. We will be dealing with one local service provider (icore) as opposed to several subcontractors and with no local contact responsible for keeping our service operational.
- The Draft Financial Audit for 2013 has been received. There is one significant finding regarding journal entries that were made at the end of the year. The journal entries have been corrected. Management has submitted the audit to the HUD Field Office and discussions related to the remediation of the audit were held with HUD Field Office representatives. RHE's finance department is working with tax preparers on tax preparation for each of the 4 RHE entities to ensure that the taxes are submitted in a timely manner.
- RHE has been awarded Rental Assistance Demonstration Program approval from HUD. The Program allows for public housing units to be converted to Project Based Vouchers. The RAD application called for all 108 RHE public housing units to be included in the conversion. The 3 public housing designated units at Fireside Park will have to be removed from the RAD application due the conflict with the Citibank first mortgage held on the Fireside Park development. Chair Duffy was concerned about the amount of paperwork that would be involved for 3 units. Commissioner Marr noted that it may be possible to appeal with Citibank. Director Anderson agreed to go back to Cornerstone to be sure all avenues of appeals have been exhausted.

The RAD program changes the program through which HUD will provide subsidy to the units. RHE will need to request approval from the City of Rockville to procure a commercial loan to finance rehabilitation work under the RAD program. The RAD program allows the leveraging of private financing to fund rehabilitation work.

- The January pic submission rate for the Housing Choice Voucher Program was 100%. The utilization rate was 89.69% and 85.62% for budget utilization. Mainstream disabled program is 99% leased. Applications are being processed for the 1 unutilized voucher. Re-certifications continue to be completed on time.
- Family Self Sufficiency continues to operate successfully. The HCV program has 20 participants enrolled and the PHFSS has 13 participants. Free tax preparation session was held February 22<sup>nd</sup> that allowed 15 people to have their taxes completed successfully.

7:15 P.M.

### 3. City of Rockville Report – Ms. Erin Wilson

- The Budget talks for the City are well under way.
- There is a new system in place for permits in the City.  
A new fast track program is in place for small affairs that can be completed on the spot and a permit can be generated in the same visit.
- The plan revised MPDU ordinance which includes provisions for senior housing with supportive services passed on March 10, 2014.

7:30 P.M.

### 4. ACTION & DISCUSSION ITEMS:

The Agency 5 Year Plan due to HUD in July 2014. The implementation of the RAD Program requires the submission of an amendment to the Agency 5 Year Plan by March 8, 2014.

The Admissions & Occupancy Policy for the public housing units has been updated. Updating the Admission & Occupancy Plan is a part of the 5 Year Plan process.

The Agency 5 Year Plan must be posted for public comment for 45 days. April 7, 2014 is the targeted date. A public hearing for the Agency 5 Year Plan will be held on June 1, 2014. The Agency 5 Year plan will be ready for final Board approval at the June 18, 2014 Board meeting with submission to HUD July 1, 2014. HUD requires a Resident Advisory Board be established to provide resident comments to the 5 Year Plan. The Resident Advisory Board comments can be gathered in conjunction with the 45 day review period. Comments will be taken at the Public hearing and will be considered for incorporation into the Agency 5 Year Plan.

The RAD program offer's Agency's the choice to implement Project Based Vouchers (PBV) or Project Based Rental Assistance (PBRA). RHE must submit to HUD the decision to implement PBV or PBRA by April 28, 2014. Director Anderson has enclosed a chart that details the differences between the PBV program (administered by the office of Public & Indian Housing) and the PBRA program (administered by the

office of Multi Family Housing) to facilitate in the decision making. Discussion followed by the Board.

Commissioner Marr asked Director Anderson if she had a recommendation she would like to share. Director Anderson responded that her inclination was PBV because it is less burdensome administratively. From a financial perspective, the HUD Office of Multi family (PBRA) has not had its budget cut as opposed to the HUD Office of Public and Indian Housing (PBV) which has had budget cuts. This does not mean that going forward the Office of Multifamily will not experience budget cuts.

Current public housing residents will be able to stay and will not be terminated from the program due to conversion activities or income levels that exceed the amount needed for subsidy. "New" participants whose income increases to the level where subsidy is no longer needed will graduate from the program.

Councilmember Onley asked how many members there would be on the resident advisory board. Director Anderson replied that there could be as few as two or three and up to as many as were interested. This Resident Advisory Board is specific to the Agency Plan.

8:10 P.M.

#### 5. COMMISSIONER COMENTS:

Commissioner Marr remarked that he would like to welcome the guests and thank them for their time, interest and participation in the meeting.

8.15 P.M.

#### 6. ADJOURNMENT:

There being no further business to come before the Board at this time Chair Duffy called for adjournment. Vice Chair Battle offered a motion to adjourn. Commissioner Marr offered a second. All present voted aye.